

NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF NURSING

[M10-157]

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Administrative Violation; Administrative Penalty Practicing Without a License/Certificate

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

October 14, 2009

3. Summary of the contents of the substantive policy statement:

This policy describes the board process regarding an administrative violation and imposing an administrative penalty for practicing without a license/certificate in accordance with A.R.S. § 32-1663.01(A)(1), (2), (3), (4)

4. A statement as to whether the substantive policy statement is a new statement of a revision:

This is a new policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Valerie Smith RN, MS, Associate Director of Investigations and Compliance

Address: Board of Nursing
4747 N. 7th St., Suite 200
Phoenix, AZ 85014

Telephone: (602) 771-7804

Fax: (602) 771-7888

E-mail: vsmith@azbn.gov

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy statement may be obtained at no cost via e-mail to the person listed above or on the Board web site: www.azbn.gov. Hard copies may be obtained by contacting the person listed above for \$0.25 per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF NURSING

[M10-158]

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

CANDO Eligibility and Admission Policy

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

January 27, 2010

3. Summary of the contents of the substantive policy statement:

Notices of Substantive Policy Statements

This policy statement defines the board's eligibility criteria and process for licensees acceptance and participation in the board's non-disciplinary and non-public program (CANDO) for the treatment, rehabilitation and monitoring of licensees with substance abuse disorders.

4. A statement as to whether the substantive policy statement is a new statement of a revision:

This is a new or revised policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Valerie Smith RN, MS, Associate Director of Investigations and Compliance
Address: Board of Nursing
4747 N. 7th St., Suite 200
Phoenix, AZ 85014
Telephone: (602) 771-7804
Fax: (602) 771-7888
E-mail: vsmith@azbn.gov

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy statement may be obtained at no cost via e-mail to the person listed above or on the Board web site: www.azbn.gov. Hard copies may be obtained by contacting the person listed above for \$0.25 per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF NURSING

[M10-153]

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Guidelines and Criteria for Executive Director or Designee Accepting Signed Consent Agreement in Lieu of Summary Suspension

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

January 27, 2010

3. Summary of the contents of the substantive policy statement:

If investigative findings indicate emergency suspension of the license or certificate is required for public protection and, the person admits to the findings of fact and conclusion of law without a summary (emergency) suspension being held, the executive director has the delegated authority to accept a consent agreement for voluntary suspension which would be effective upon acceptance.

4. A statement as to whether the substantive policy statement is a new statement of a revision:

This is a new policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Valerie Smith RN, MS, Associate Director of Investigations and Compliance
Address: Board of Nursing
4747 N. 7th St., Suite 200
Phoenix, AZ 85014
Telephone: (602) 771-7804
Fax: (602) 771-7888
E-mail: vsmith@azbn.gov

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy statement may be obtained at no cost via e-mail to the person listed above or on the Board web site: www.azbn.gov. Hard copies may be obtained by contacting the person listed above for \$0.25 per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF NURSING

[M10-154]

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Guidelines and Criteria for Executive Director or Designee Closing of Complaints Meeting Case Disposition and Letters of Concern Submitted By Summary Report
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
November 19, 2009
3. **Summary of the contents of the substantive policy statement:**
This policy statement describes the board process to close complaints meeting criteria for case disposition and letters of concern.
4. **A statement as to whether the substantive policy statement is a new statement of a revision:**
This is a new policy statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Valerie Smith RN, MS, Associate Director of Investigations and Compliance
Address: Board of Nursing
4747 N. 7th St., Suite 200
Phoenix, AZ 85014
Telephone: (602) 771-7804
Fax: (602) 771-7888
E-mail: vsmith@azbn.gov
6. **Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**
Copies of this policy statement may be obtained at no cost via e-mail to the person listed above or on the Board web site: www.azbn.gov. Hard copies may be obtained by contacting the person listed above for \$0.25 per page.

NOTICE OF SUBSTANTIVE POLICY STATEMENT

BOARD OF NURSING

[M10-156]

1. **Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**
Guidelines and Criteria for Executive Director or Designee Closing of Complaints Resolved Through Settlement
2. **Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**
November 19, 2009
3. **Summary of the contents of the substantive policy statement:**
Promote more efficient resolution and closing of cases that are resolved through settlement that is consistent with prior Board decisions and actions.
4. **A statement as to whether the substantive policy statement is a new statement of a revision:**
This is a new policy statement.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**
Name: Valerie Smith RN, MS, Associate Director of Investigations and Compliance
Address: Board of Nursing
4747 N. 7th St., Suite 200
Phoenix, AZ 85014
Telephone: (602) 771-7804

Notices of Substantive Policy Statements

Fax: (602) 771-7888
E-mail: vsmith@azbn.gov

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy statement may be obtained at no cost via e-mail to the person listed above or on the Board web site: www.azbn.gov. Hard copies may be obtained by contacting the person listed above for \$0.25 per page.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT
BOARD OF NURSING**

[M10-155]

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Guidelines for Requesting Respondent's Medical Records and Medical Information via Subpoena

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

October, 14 2009

3. Summary of the contents of the substantive policy statement:

This policy statement describes the board process for requesting medical records and medical information via subpoena, in accordance with A.R.S. § 32-1664(A)(4)(a), (b)

4. A statement as to whether the substantive policy statement is a new statement of a revision:

This is a new policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Valerie Smith RN, MS, Associate Director of Investigations and Compliance

Address: Board of Nursing
4747 N. 7th St., Suite 200
Phoenix, AZ 85014

Telephone: (602) 771-7804

Fax: (602) 771-7888

E-mail: vsmith@azbn.gov

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy statement may be obtained at no cost via e-mail to the person listed above or on the Board web site: www.azbn.gov. Hard copies may be obtained by contacting the person listed above for \$0.25 per page.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT
BOARD OF NURSING**

[M10-159]

1. Title of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:

Out of State Programs Seeking Limited Preceptorship Placement

2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:

November 18, 2009

3. Summary of the contents of the substantive policy statement:

This policy statement provides guidelines for out-of state nursing programs seeking AZ clinical placement in a preceptorship for three fewer students per calendar year during the last semester of the nursing program. R4-19-215 requires a full self-study for programs seeking continuous use of AZ health care institutions as clinical sites for students. This requirement is excessive for programs seeking occasional, episodic placements of individual students. Programs seeking approval for a limited experience will be required to supply contact information; program accredi-

Notices of Substantive Policy Statements

tation status; faculty qualifications, supervision arrangements, and AZ or multi-state compact RN license number; a clinical contract with the facility where the students will be placed; the names of the students; and names and RN license number of the assigned preceptors.

4. A statement as to whether the substantive policy statement is a new statement of a revision:

This is a new policy statement.

5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:

Name: Pamela K. Randolph, Associate Director of Education and Evidence-based Regulation

Address: Board of Nursing
4747 N. 7th St., Suite 200
Phoenix, AZ 85014

Telephone: (602) 889-5209

Fax: (602) 889-5155

E-mail: prandolph@azbn.gov

6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:

Copies of this policy statement may be obtained at no cost via e-mail to the person listed above or on the Board web site: www.azbn.gov. Hard copies may be obtained by contacting the person listed above for \$0.25 per page.